

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

INFORMATIVE

DATE: July 26, 2023

TO: Members, Board of Education

FROM: Alberto M. Carvalho, Superintendent 

**SUBJECT: USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)
SYSTEMS**

Generative artificial intelligence (AI) systems are computer programs that use algorithms to create new content, such as images, text, or music based on patterns from data they have learned from existing samples. Generative AI systems are employed in various platforms such as chatbots, virtual assistants, recommendation engines, content creation tools, and language translation software. Currently, LAUSD employees have access to platforms that use AI such as Canva, Otter.ai, Microsoft Outlook email Add-ins, etc. However, students do not have this level of access.

One such generative AI system, ChatGPT (Chat Generative Pre-trained Transformer) created by OpenAI, was recently made available in December 2022. ChatGPT is an AI assistant designed to empower users in writing tasks, by providing suggestions, corrections, and improvements in writing. It can assist users in a variety of ways including grammar and spell checks, generating topic ideas providing feedback on the overall structure and flow of their writing. Students under 18 must have parental or legal guardian permission to use ChatGPT; however, the consent process is not verified.

On December 12, 2022, the Division of Instruction made the decision to block access to the [OpenAI](#) website and the [ChatGPT](#) chatbot on all District networks and devices in an effort to evaluate and analyze the risks and opportunities of these generative AI systems.

HIGHLIGHTS

During the risk assessment, we interviewed students, reviewed literature (see source links), met with the creator of OpenAI, conducted a technical review of Los Angeles Unified's data security, and the Office of General Counsel provided legal implications. Below are the key findings.

Risks:

- Active or passive disclosure of student personally identifiable information
- Infringement of intellectual property rights
- Data privacy, security, and confidentiality

- Inaccurate information: Generated responses may not always be accurate or reliable and may include biased information.

Opportunities:

- Saving Time and Effort: Educators can draft lesson plans and other classroom activities.
- Personalized Assistance: Teachers can use AI platforms like ChatGPT chatbot to create interactive language-learning activities that allow students to practice reading, writing, and speaking in a foreign language.
- Access to Information: Educators can create upskilling activities for learners in areas like computer programming.
- Learning by example: AI-generated writing samples provide models of academic language.

NEXT STEPS

Based on the risk and opportunities identified, including the risk of compromised personally identifiable information (PII) of students and employees, LAUSD will further explore the safety measures in which generative artificial intelligence tools could be utilized for instructional purposes. The next steps include:

- Convene a Task Force consisting of students, teachers, parents, and technologists to provide ongoing recommendations.
- Establish safety guardrails.
- Revise Bulletin 714 on “Compliance with the 1976 United States Copyright Law” dated January 8, 2004
- Update the Responsible Use Policy to identify the risks, responsibilities, and consequences.
- Provide mandatory professional development that will be available in the district’s MyPLN on the use of generative artificial intelligence platforms.
- Create an employee policy regarding protocols, risks, and consequences for the use of AI.
- Expand Digital Citizenship and Media Literacy trainings to help users make informed decisions on the use of academic integrity
- Incorporate the use of AI tools in the Family Academy Course of Study
- Continue to monitor all IT safety, security, and privacy
- Join the national [Teach AI](#) coalition to contribute to the guidelines, policies, and practices for safely using AI in education
- Continue to offer differentiated District-wide professional learning for educators on the topic of leveraging AI systems for student achievement
- Research and utilize plagiarism detection software solutions that are tested, vetted, and shared with educators

Information Technology Services, Division of Instruction, and District Operations will work with the Office of the General Counsel to develop a policy specific to the use of Artificial Intelligence in District programs and services, taking into consideration the risks and opportunities.

Sources:

[US Department of Education: Office of Educational Technology](#)

[ChatGPT: Sources Page](#)

For additional information and/or questions, please contact Frances Baez, Chief Academic Officer, at frances.baez@lausd.net or (213) 241- 4822.

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